

APPENDIX III

DUTIES OF SECURITY OFFICER

1. The security officer will (not all inclusive):

a. Determine adequacy of the command's physical security, antiterrorism, force protection and loss prevention programs; identify those areas in which improvements are required; and provide recommendations for such improvements to the commanding officer.

b. Where applicable, coordinate security requirements (including those related to force protection and antiterrorism) of tenant activities (or, as appropriate, command security requirements with the host activity) and ensure that those requirements are entered in applicable host-tenant agreements and inter/intra-service support agreements. Where feasible and appropriate, similar coordination and actions are to be done among all Navy activities on a regional basis.

c. Maintain contact with and solicit advice from the cognizant staff judge advocate concerning the legal aspects of physical security.

d. Determine, in coordination with the staff legal officer and facilities engineer, the type of jurisdiction of all areas, and maintain a map depicting precise jurisdictional boundaries when more than one type of jurisdiction is involved.

e. Establish and maintain liaison and working relationships and agreements with the local Naval Criminal Investigative Service Office.

f. Assess the threat to the installation/activity.

g. Conduct physical security surveys, vulnerability assessments, inspections and audits.

h. Establish and provide for maintenance of records relating to losses of government and personal property and violations and breaches of physical security measures and procedures.

i. Identify the personnel, real property, structures, and assets to be protected and recommend priorities.

j. Recognize constraints in resource application.

k. Identify and recommend the necessary resources to implement effective Physical Security, Antiterrorism, and Force Protection Programs.

l. Identify and recommend physical security, antiterrorism, force protection procedures, equipment, and security upgrades that will detect, delay, deter, and/or prevent wrongful removal, damage, destruction, or compromise of protected property and/or endanger personnel.

m. Recommend points of entry and exit and determine appropriate barriers.

n. Develop and maintain the personnel identification and access control system(s), as required.

o. Recommend establishment of restricted areas and ensure such areas are properly designated by the commanding officer.

p. Determine boundaries and establish perimeters of restricted areas.

q. Identify and recommend other physical security, antiterrorism, and force protection measures and procedures necessary to accomplish the command's mission.

r. Plan, manage, coordinate, implement, and direct the command's physical security, law enforcement, antiterrorism, force protection, and loss prevention programs, to include developing and maintaining local instructions. Where appropriate and feasible, this will be done in an integrated manner with other Navy activities on a regional basis.

s. Develop and maintain a current command Physical Security Plan in conjunction with the command's Terrorist Threat Assessment Plan and Terrorist Incident Response Plan.

t. Participate in planning of new construction and modifications to existing facilities to ensure that all physical security, antiterrorism, force protection, and loss prevention concerns are adequately addressed.

u. Organize and train the security force.

v. Validate the number of posts, fixed and mobile, and identify the manning required to sufficiently protect personnel and property, and react to and confront situations and circumstances which threaten those assets.

w. Prepare post orders, standard operating procedures, and a training plan for the security force and auxiliary security force. The plan should include policy guidance/procedures, jurisdiction, use of force, apprehension and temporary detention of intruders and violators, antiterrorism, force protection, and other appropriate topics.

x. Develop written security orders/directives to cover all phases of security and related antiterrorism and force protection operations.

y. Provide technical assistance on all security and related antiterrorism and force protection matters.

z. Ensure liaison concerning mutual security, antiterrorism, and force protection responsibilities is maintained with Federal and civil agencies, host country officials, or military activities.

aa. Develop security and antiterrorism plans including force protection aspects of crisis management. Participate in the planning (e.g., threat assessment planning and incident response planning), direction, coordination and implementation of procedures for crisis management of situations (including hostage situations) which pose a threat to the physical security of the command. Advise the commanding officer during any security-related crisis.

ab. Coordinate and monitor physical security waivers and exceptions.

ac. Develop, maintain, and administer an ongoing security education program encompassing security, crime prevention, loss prevention, antiterrorism, force protection, and local threat conditions.

ad. Develop and maintain a command Loss Prevention Program and supporting loss prevention plan which:

(1) Identifies and prioritizes, by attractive nature and likelihood of loss, assigned property susceptible to theft and pilferage.

(2) Identifies command property accountability, inventory, causative research and inspection procedures in effect. Makes recommendations to the commanding officer, as appropriate.

(3) Establishes procedures for adequate internal and external investigative measures, and for the review and trend analysis of losses.

(4) Establishes command functional areas and designates personnel to be active in and responsible for loss reporting, review, trend analysis, and investigative requests and liaison.

ae. Support the security manager in protecting classified material.

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af. Provide terrorist threat awareness training and briefings to all personnel and family members as appropriate for local situations.

2. Although security officers are not part of the military intelligence community in a formal sense, their overall security and force protection responsibilities place them in positions through which quantities of information of potential interest or concern to the intelligence and law enforcement communities pass on a recurring basis. Therefore, in addition to having a key role in developing and executing the terrorism threat assessment plan, security officers shall:

a. Report all actual or suspected terrorist incidents or activities to their immediate commander, supporting security office, other supported activities, local intelligence field office, and local military criminal investigative office.

b. Conduct regular liaison visits with the supporting security office, intelligence field office, and local criminal investigation office.